



Town of Fountain Hills Business License Newsletter

Key Phone Numbers

Arizona Chamber of Commerce	602-248-9172
Arizona Corporation Commission	602-542-3230
Arizona State Labor Department	602-542-4515
Arizona Department of Liquor Licensing	602-542-5141
Arizona Dept. of Revenue	
New businesses and licensing	602-542-4576
Taxpayer Information Assistance	602-542-2076
Better Business Bureau (Phoenix)	602-264-1727
FH Chamber of Commerce	480-837-1654
Internal Revenue Service	1-800-829-1040
Maricopa County Health Depart.	602-506-6900
Registrar of Contractors	602-542-1525
Secretary of State's Office	
Trademark/Trade Name Office	602-542-6187
Town Hall-Fountain Hills	480-816-5100
Building Safety Dept	480-816-5111
Inspection Line	480-816-5177
Planning & Zoning Dept.	480-816-5131
Business Licenses	480-816-5122
U. S. Census Bureau	480-816-5176
U. S. Small Business Administration	800-253-1882
	602-745-7200

Key Online Information

Town website: www.fh.az.gov
To view or print:
 The Fountain Hills' Town Code:
 [Quick Link Town Code]

Zoning and/or Subdivision Zoning Ordinances:
 [Quick Link Zoning Ordinance]

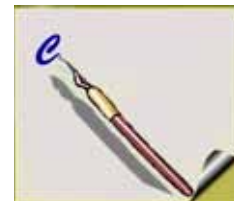
Arizona Department of Revenue: www.azdor.gov
To apply for TPT license: www.aztaxes.gov

Frequently Asked Questions

This newsletter is devoted to answering some of the most frequently asked questions concerning new businesses. Welcome to Fountain Hills: The height of desert living.

Why do I need a business license?

The Fountain Hills Town Code requires anyone who generates revenue in town to obtain a business license. Statistics are kept concerning types, locations and duration of businesses. These figures are used to assist prospective business owners as well as town staff in obtaining up-to-date business information in the community. The application is downloadable from the Town's web page under Downloadable Forms Library



What if I move to another address?

Send written notice within 10 days of any changes to the *Office of the Town Clerk, 16705 E. Avenue of the Fountains, Fountain Hills, AZ 85268.* There is a \$10.00 charge to update your business license information and receive a re-issued license.



Where can I register my business name?

Contact the Secretary of State's office "Trademark & Trade Name Department". The phone number is listed to the left.

What if I have more than one business?

If the businesses are located at the same address, only one business license is needed. However, information must be submitted on all businesses and all must be approved by Planning and Zoning Department.



Are business licenses transferable? No.

If you sell your business, the new owner must apply for a business license. The previous owner will be asked for a written statement that the business was sold. If your business closes, we ask you to return your license to the Clerk's office and indicate on the license that you are no longer doing business in Fountain Hills.

How can I renew my business license?

Annual renewal notices are sent 30 days prior to the expiration date and can be returned with payment either by mail or in person to Town Hall.





What is the sales tax rate?

The Fountain Hills' local sales tax rate is **2.6%** (as of 1/1/08) and is reported/ submitted to the Arizona Dept. of Revenue using "FH" for the Region Code.



E-mail Your Tax Questions to: jghetti@fh.az.gov

Fountain Hills Rate	2.6%
State/County Rate	<u>7.3%</u>
Total Combined Tax Rate	9.9%
Transient Bed Tax	4.0% - Under 30 days
Residential Rentals	1.6% - Over 30 days
Contracting Factor	6.045944%
Commercial Rent Rate	3.1%

May I distribute flyers?



A separate peddlers/solicitors permit is required for the distribution of flyers. A background check is performed on all company representatives going door-to-door or business-to-business. An identification badge is created for each person to wear while distributing flyers. There is a minimum waiting period of 10 days before the permit may be issued.

What if I have unwanted flyers delivered to my house?

Call the Code Enforcement hotline at 480-816-5193. Reports of unlicensed peddlers will be investigated.

Do sub-contractors need to obtain a business license: Yes.

Unless they are paid employees of another contractor, all contractors and sub-contractors are required to have a Town license.

Do handymen services need a contractor's license? Yes.

If they perform repairs over \$1,000 (the combination of both labor and materials), or if a building permit is required, they must have a contractor's license issued by the Registrar of Contractors in addition to a Fountain Hills Business License.



Are charitable, non-profit, or religious groups required to obtain a permit to go door to door? Yes.

There is a form for these groups to fill out to inform the Town when, where and what products, if any, will be solicited. There is no charge for this permit.

May I have a business in my home? Yes, with some restrictions.

A business license is required. The Town's Zoning Ordinance contains regulations governing home occupation businesses. Contact Planning and Zoning at 480-816-5122 if you have any questions.



Are there any other business-related licenses I should know about? Yes.

An alarm permit is required for companies that monitor, install or repair burglar or fire alarms. Contact Jo Moorman at 480-816-5176. Homeowners are not required to obtain a permit. Sign Permits, Grand Opening Banner Permits, Temporary Use Permits, and Special Use Permits are issued by the Planning and Zoning Department. Call 480-816-5122 for more information.

Where can I get additional information?

Contact Jo Moorman at 480-816-5176.

